

JOB CLASSIFICATIONS SUMMARY STATEMENTS

(Dollar amount listed is per hour)

Accountant: These positions perform professional accounting duties requiring the knowledge and application of accounting theories and principles. Work typically involves interpretation and analysis of financial data, implementing and maintaining automated and manual financial systems and the preparation of financial reports according to Generally Accepted Accounting Principles (GAAP). [\$15.117 - \$30.537]

Administrative Manager: These positions provide advanced administrative and staff assistance work. They are responsible for directing and overseeing the important phases of DHFS administered programs, providing technical assistance, monitoring and evaluating compliance with federal and state legislation. [\$26.478 - \$41.37]

Attorney: These positions provide professional legal services, conduct administrative hearings and handle litigation for administrative or court proceedings. [\$19.707 - \$35.134] License Required.

Auditor: These positions perform professional auditing duties requiring the knowledge and application of accounting and auditing theories and principles. [\$15.117 - \$36.869]

Automotive/Equipment Technician: These positions perform automotive, truck and equipment related maintenance and repair. [\$9.845 - \$10.361]

Barber: These positions provide barbering services to include trimming moustaches, beards and haircuts. Hair is cut in the style consistent with maintaining good grooming and neat appearance. [\$9.894]

Bricklayer & Mason: These positions perform journey bricklayer and mason work. Formal validation of journey status is required. [Prevailing Rate]

Budget & Policy Analyst: These professional positions perform budget, program, organizational, legislative, fiscal, and policy analysis. [\$15.42 - \$31.20]

CADD Specialist: These positions are responsible for operating a Computer Aided Design and Drafting System (CADDs) work station using interactive Graphics Design Software or comparable computer system; performing manual drafting, and providing technical assistance to produce highway structural plans, building structural plans, or mechanical structural plans, engineering exhibits, detail drawings, and geometric and right-of-way plat sheets. [\$13.608]

Carpenter: These positions perform construction carpentry work at the journey level. Formal validation of Journey status is required. [Prevailing Rate]

Chaplain: These positions provide a full-range of religious services, including the development and delivery of religious worship services, religious education classes, programs, and seminars. [\$16.486]

Clerical Assistant: These positions provide support and assistance to an assigned program area, maintain records, file, type, make arrangements for meetings or travel, distribute mail, and act as receptionist. [\$9.917]

Clerical Helper LTE: These positions perform a variety of clerical tasks ranging from routine to moderate in difficulty. [NTE Federal minimum wage + \$3.50]

Client Rights Facilitator: These positions implement a client rights program by processing client grievances, counseling staff in client rights, and counseling clients and their families. [\$16.486]

Client Rights Specialist: These positions investigate alleged client rights violations, including allegations against facility staff members, policies and/or procedures, and provide training and consultation to department staff, clients and others regarding client rights. [\$15.42 - \$24.723]

Client Services Assistant: These positions provide non-professional technical support services to professional staff engaged in direct client services in a community or institutional setting. [\$9.568 - \$10.317]

Communications Specialist: These positions develop, write, and edit news releases, articles, feature stories, speeches, pamphlets, brochures, and scripts for print and electronic media; design, implement, and evaluate Web pages for the Internet; and conduct research necessary to develop and publish materials. [\$12.005 - \$30.537]

Cook: These positions prepare and/or serve food on a production basis, maintaining sanitary conditions in the kitchen and dining room, keeping simple records and making simple reports. [\$10.361 - \$10.995]

Custodian: These positions perform manual work in building maintenance. [\$9.845]

Dental Assistant: These positions assist dentists in the performance of routine dental care and treatment procedures. [\$11.488]

Dental Consultant LTE: These positions perform professional dental services. [Usual and customary fee] License Required.

Developmental Disabilities Coordinator: These positions coordinate the work of Developmental Disability Specialists and assure that continuous active treatment is provided to mentally retarded and developmentally disabled clients in state institutions. [\$21.332]

Developmental Disabilities Specialist: These positions perform professional level work which includes coordinating and developing individual interdisciplinary program plans and plans of care and assuring that continuous active treatment is provided to mentally retarded and developmentally disabled clients in state institutions. [\$20.031]

Dietitian-Clinical: These positions perform professional clinical dietetic services in state institutions. [\$18.806]

Disability Associate: These positions perform disability case work for disability examiners and supervisors, preparing and processing claims, managing files, initiating telephone contacts with claimants and scheduling examinations. [\$11.559]

Disability Claims Reviewer: These positions determine and evaluate disability application appeals, continuing disability reviews, and initial children's cases under Titles II, XVI and XIX of the Social Security Act, amendments and rulings, and write determinations explaining the reasons for allowing/denying or continuing/ceasing claims for disability benefits. [\$19.292]

Disability Claims Specialist: These positions perform quality assurance activities, analyze procedures and systems to monitor performance, and recommend changes to operations in addition to reviewing initial, reconsideration, and continuance-cessation cases. [\$20.856]

Disability Determination Specialist: These positions review and document disability claims, develop and evaluate medical and vocational evidence, make decisions on eligibility, and write determinations explaining the reasons for allowing or denying claims for disability benefits under the Social Security Act. [\$16.486 - \$17.835]

Disability Program Associate: These positions are responsible for a full range of non-medical adjudication duties in assisting the disability reviewers and specialists or perform quality reviews of the work of Disability Associates [\$12.494]

Document Production Assistant: These positions perform a full range of word processing, production typing and dictation activities a majority of the time. [\$10.694]

Economic Support Specialist: These positions coordinate and oversee refugee services, food assistance programs, Hispanic/migrant services, and welfare fraud detection and prevention efforts in Wisconsin [\$16.486 - \$17.835]

Electrician: These positions perform general or specialized electrician work at the journeyman level of skill, and may direct and instruct apprentices, helpers, and other assistants. [Prevailing Rate]

Environmental Health Specialist: These positions provide on-site environmental health and enforcement services to private employers and employees throughout the state. [\$14.916 - \$30.537]

Equal Opportunity Specialist: These positions function as either a program coordinator or a staff specialist in affirmative action, equal opportunity, or other similar equal opportunity and non-discrimination programs and activities. [\$15.117 - \$30.537]

Facilities Repair Worker: These positions perform general building and grounds maintenance and repair work, inspect, maintain and repair floors, roofs, walls, ceilings, parking lots and sidewalks. They also make minor repairs to mechanical equipment. [\$9.845 - \$11.894]

Financial Clerk: These positions perform a wide range of financial activities such as examining vouchers or other fiscal documents, maintain and audit fiscal and account records, cash receipts and disbursements. [\$10.694]

Financial Specialist: These positions perform accounting and record keeping work requiring the application of established accounting procedures and bookkeeping principles. [\$11.599 - \$13.510]

Food Production Assistant: These positions are responsible for coordinating and leading Cooks in quantity food production activities and ensuring compliance with sanitation and food safety standards. [\$11.894]

Food Service Assistant: These positions involve preparing and/or serving food on a production basis, maintaining sanitary conditions in the kitchen and dining room, serving meals on tray lines and in serveries, providing cafeteria or retail food service, performing cashier duties, and loading/unloading and transporting food carts. [\$9.845 - \$10.995]

Groundskeeper: These positions perform general grounds maintenance work. [\$9.845]

Health Care Rate Analyst: These positions perform analytical functions to establish rate setting and reimbursement policies for health care providers. [\$15.117 - \$24.188]

Human Resources Assistant: These positions perform various technical support activities in an agency personnel office. [\$11.269 - \$18.364]

Human Resources Specialist: These positions perform professional activities in an agency personnel office such as classification, reclassification and recruitment and provide technical assistance to Department managers and staff. [\$15.420 - \$31.200]

Human Services Program Coordinator: These positions are responsible for coordinating a limited or entire human service program. Activities encompass a range of human service program areas which interact with diverse sets of organizations/individuals (e.g., counties, private interest groups, clients) to ensure the human service program area runs smoothly. [\$15.117 – \$30.537]

Information Systems (IS) Professionals: These positions provide professional level IS services such as planning, development, implementation, upgrade and support of software applications, coding computer programs, lead project development teams, prepare detailed program specifications for systems, cost/benefit analysis and coordinate system installation, provide highest level expert professional IS work which supports development, implementation and maintenance of applications for systems. [\$12.005 - \$36.869]

Information Systems (IS) Technicians: These positions support information technical resources, operations and networks and perform duties such as first-level help desk, technical assistance, installation and/or support for distributed local and wide area networks, routine support in executing and processing production runs for complex, multi-platform integrated systems, train customers, routine, technical level programming, coding, testing, and debugging. [\$12.431 - \$15.594]

Laborer: These positions perform manual labor assisting skilled craftsmen or other buildings/grounds, maintenance workers. [\$9.845]

Laundry Worker: These positions perform routine laundry work. [\$9.845]

Legal Assistant: These positions perform paraprofessional legal activities in support of attorneys. [\$14.612 - \$15.802]

Librarian: These positions perform professional librarian activities (reference, cataloguing, circulation, acquisition) in the development and management of specialized collections such as agency libraries which house specific programmatic related documents. [\$16.042]

Library Services Assistant: These positions perform paraprofessional library activities. [\$11.559]

License/Permit Program Associate: These positions are responsible for the review of applications for accuracy, processing fees and tracking requests for a specific program area. [\$12.494]

Licensed Practical Nurse: These positions provide prescribed nursing care to patients and assist physicians in examinations as directed. [\$14.555]

Licensing/Certification Specialist: These positions license/certify and consult with, or provide technical assistance to a variety of care and treatment providers within a particular geographic location. [\$17.835]

Locksmith: These positions repair and install locks, master key systems and other security devices. [\$11.894 - \$12.868]

Maintenance Mechanic: These positions perform general mechanical maintenance and repair work. [\$10.995 - \$12.868]

Mechanician: These positions perform machinist work utilizing a variety of machine and tool processes. [\$13.451 - \$14.555]

Motor Vehicle Operator: These positions operate motor vehicles of various weights in and around state institutions. [\$9.845]

Nurse Clinician: These positions perform direct and indirect patient care, act as consultants to staff regarding specific patient populations, plan patient care needs, and develop patient and family educational programs. [\$23.498 - \$24.942]

Nursing Assistant: These positions assist other trained medical personnel in the direct care of patients. [\$10.621 - \$11.488]

Nursing Consultant: These positions perform surveys of nursing conditions in health care facilities in the state. [\$21.332 - \$22.642]

Nursing Specialist: These positions plan, develop, and implement programs and services which do not have patient care as the primary focus, such as infection control, continuity of care, utilization review, nursing information systems, quality assurance, and community outreach. [\$21.332 - \$22.642]

Occupational Therapist: These positions design, coordinate, implement and evaluate occupational therapy program components as part of a multi-disciplinary treatment and rehabilitation program for disabled or injured patients. [\$20.031 - \$22.642]

Occupational Therapy Assistant: These positions assist Occupational Therapists. [\$12.431]

Office Associate: These positions are responsible for a variety of routine office support tasks such as copying, desktop tasks, document production, file maintenance, forms, mail, meetings, reception, scheduling, tracking, travel, etc. [\$11.559]

Office Operations Associate: These positions provide office support in complex program areas that require applied knowledge of program policies and procedures rather than general office practices or in administrative areas such as fiscal, human resources/payroll, purchasing, technology, etc. [\$12.494]

Painter: These positions perform journeyman-painting duties. [Prevailing Rate] License Required.

Payroll & Benefits Specialist: These positions perform a full range of payroll and benefit duties including payroll reporting, auditing, reconciling, benefits counseling, leave accounting, and maintenance of payroll records. [\$11.559]

Pharmacist: These positions compound and dispense drugs and other pharmaceutical preparations, prepare and fill orders by using proper pharmaceutical methods and techniques and maintain records of this process. [\$35.893 - \$43.072]

Pharmacy Technician: These positions assist licensed pharmacists in various activities performed in a pharmacy. [\$10.621 - \$11.488]

Phlebotomist: These positions perform therapeutic blood testing procedures as part of a medical care and treatment plan. [\$12.431]

Physical Therapist: These positions design, coordinate, implement and evaluate physical therapy components as part of a multi-disciplinary treatment and rehabilitation program for disabled or injured patients. [\$22.719 - \$24.115] License Required.

Physical Therapy Assistant: These positions assist a Licensed Physical Therapist in implementing a physical therapy treatment program for physically, developmentally, mentally, and/or emotionally handicapped individuals of a state hospital or institution. [\$14.555] License Required.

Physician: These positions are licensed to practice medicine and to apply principles or techniques of medical science in the diagnosis or prevention of any of the conditions or causes of human disease. [\$58.079 - \$75.503] License Required.

Plumber: These positions perform journeyman-plumbing work. [Prevailing Rate]

Power Plant Assistant: These positions perform manual labor in the operation of a power plant. [\$10.995]

Power Plant Operator: These positions perform work associated with the operation of: 1) A power plant with coal burning capacity and a high utilization of coal as a fuel; 2) A power plant with no coal firing capacity but with an installed chilling capacity of at least 5000 rated tons of refrigeration; or 3) A power plant with a coal firing capability of electrical generation synchronized with a utility. [\$15.067]

Professional Consultant LTE: These positions are employed typically for a specific project and provide various specialized technical services not readily available from permanent staff. [Usual and customary fee]

Program and Planning Analyst: These positions plan, analyze, develop, implement, monitor, and facilitate new program initiatives and/or ongoing programs carried out by state and/or local agencies according to federal and state governing provisions. [\$12.005 - \$24.188]

Psychiatric Care Technician: These positions provide direct care to patients in institutions. [\$13.242]

Psychiatrist: These positions are licensed to practice psychiatric medicine through the assessment, and treatment of persons having or suspected of having psychiatric disorders. The work involves diagnosis, treatment, and disposition of assigned patients to include such activities as psychiatric assessment, consultation with medical and professional staff, prescribing medications and treatment, and documentation of treatment plans and progress achieved by the patients. [\$63.358 - \$82.366] License Required.

Psychological Associate: These positions perform responsible clinical work in the professional practice of psychology engaging in the full range of psychological services including assessment, consultation, psychotherapy, research and training. [\$19.292 - \$20.856]

Psychological Consultant LTE: These positions implement professional analysis activities and participate in specialized psychological treatment programming. [Usual and customary fee]

Psychological Services Assistant: These positions provide support activities to Psychologists such as administration and analysis of psychological and neuropsychological tests, evaluating responses to treatments, and implementation of psychological treatment programming. [\$15.242 - \$16.486]

Psychologist – Licensed: These positions perform responsible clinical work in the practice of psychology at an institution engaging in the full range of psychological services including assessment, consultation, psychotherapy, research and training. [\$22.543 + additional add-on up to \$4.06, depending upon qualifications.] License Required.

Psychologist Intern Level I & II LTE: These positions function in a trainee capacity under direct supervision in psychological assessment, psychotherapy and clinical consultation. [Not to exceed \$14.094]

Public Health Educator: These positions provide consultative services in an assigned area, aiding groups in program development, coordinating a variety of ongoing and special projects, and acting as liaison between the community and the state. [\$20.031 - \$21.262]

Public Health Nurse: These positions provide technical consultation to program directors on policy issues and develop, implement and evaluate programs in an assigned public health nursing area. [\$20.031 - \$22.642]

Public Health Nutritionist: These positions develop, coordinate, and implement consultative nutrition services and educational activities for the public health district, provide district wide consultative services, aid groups in developing programs, coordinate a variety of ongoing and special services; and function as the liaison between local and district activities and statewide programs. [\$20.031 - \$22.642]

Public Health Sanitarian: These positions perform public health sanitation, health law promotion and enforcement, and scientific evaluation duties relative to various types of facilities, establishments, and equipment. [\$14.916]

Publications Editor: These positions edit all types of manuscripts for general understandability, clarity, consistency, continuity, correctness of content, format, readability, sequence of material and conformance to department standards and write a variety of articles for various publications. [\$12.005 - \$19.509]

Purchasing Agent: These positions are responsible for the coordination of activities involved with the procurement of commodities, including printing and services. The responsibilities include preparing bids, developing requests for proposals, selecting vendors, negotiating contracts, awarding contracts, maintaining required documentation, administering the resulting contracts, addressing any protest actions, acting as liaison between the agency and vendors to resolve disputes, and training agency personnel in procurement policies and procedures. [\$15.117 - \$24.188]

Quality Assurance Program Specialist: These positions evaluate and analyze human services programs by reviewing for adherence to federal and/or state laws, rules, regulations and guidelines for program or data quality assurance or fraud detection. [\$15.117 - \$24.188]

Recreation Assistant: These positions spend a majority of their time assisting in monitoring and supervising adult inmates or juvenile offenders in a wide variety of recreational activities. [\$10.621]

Recreation Leader: These positions oversee recreation/leisure time activities in institutions on evenings and weekends. These positions assist in supervising and instructing individuals in a variety of activities and encourage participation of individuals. [\$14.094 - \$15.242]

Regulatory Specialist: These positions conduct investigations which involve systematic gathering of factual and physical evidence sufficient to resolve complaints and/or to determine that alleged violations of state or federal laws, rules or regulations have occurred. [\$15.117 - \$24.188]

Rehabilitation Case Manager: These positions implement, coordinate, and develop vocational rehabilitation services for patients in the Program of Assertive Community Treatment (PACT) of Mendota Mental Health Institute. These positions provide assessment, treatment, rehabilitation services, and case management of assigned community based clients. [\$15.242 - \$16.486]

Research Analyst/Research Technician: These positions conduct technical research work by collecting, compiling, and manipulating statistical information to create statistical information reporting systems. [(RA) \$15.914 - \$17.223/(RT) \$10.413 - \$14.555]

Resident Care Technician: These positions provide direct care to patients in institutions. [\$10.621]

Respiratory Therapist: These positions perform the full range of respiratory therapy procedures and treatment modalities. [\$14.555 - \$15.750]

Seamstress/Seamer: These positions mend and sew garments, linens, draperies, and other articles. [\$9.845]

Shipping & Mailing Clerk: These positions use machines to process mail and to ready mail and other articles for shipment. Ability to lift 30 to 50 pounds on a routine basis is needed. [\$9.845 - \$10.361]

Social Services Specialist: These positions deliver social services ranging from mental health programs to programs for the aging, domestic abuse programs, alcohol and drug abuse programs, and numerous other social service programs. [\$16.486 - \$17.835]

Social Worker: These positions provide professional social work and case management services to a specific client population within a state operated facility or in a state agency office monitoring specific client groups. [\$15.242 - \$20.856] License Required.

Special Activities Helper LTE: These positions perform special, limited duties in the arts and entertainment field. [Not to exceed \$12.431]

Steamfitter: These positions are mechanics who install and maintain boilers and pipes in steam-pressure systems. [Prevailing rate]

Stock Clerk: These positions perform manual and clerical work receiving and maintaining stores inventory. [\$9.845]

Storekeeper: These positions perform a variety of duties associated with directing a stores, supplies or warehouse facility, including record keeping, requisitioning, inventory control and distribution of a variety of materials and supplies. [\$10.361]

Substance Abuse Counselor: These positions provide paraprofessional level alcohol and other drug abuse treatment services and implement portions of the treatment plan developed by a multi-disciplinary treatment team. [\$12.054]

Teacher: These positions provide academic or vocational instruction to students individually or in a classroom setting. The student population includes juveniles and adults who may be physically and /or mentally handicapped, and/or emotionally disturbed, and are housed in a state institution. [\$17.101] Certification or eligibility for certification by DPI or VTAE is required.

Teacher Assistant: These positions are paraprofessional aides to professional teaching staff in individualized and group instructional programs. Some positions may require a Special Education Program Aide-883 license (i.e., 3 years of experience in supervision of structured youth activities; completed 3 years of college education; combination of education and experience totaling 3 years; or have completed a 2-year program in child care and development approved by the Department). [\$10.621]

Therapist: These positions design, coordinate, implement and evaluate therapy program components (recreation, pre-vocation, music) as part of a multi-disciplinary treatment and rehabilitation program for disabled or injured patients. [\$17.659 - \$18.743]

Temporary Nurse LTE: These positions perform professional nursing duties on an as needed basis. [Not to exceed \$34.132]

Therapy Assistant: These positions assist therapists in the implementation of therapy programs for specific populations. [\$10.621 - \$12.431]

Training Officer: These positions develop, promote, conduct and evaluate training programs involving a variety of technical, professional, supervisory and administrative support courses. [\$15.117 - \$24.188]

Treatment Specialist: These positions develop, coordinate, implement, and monitor specialized treatment and rehabilitation programs to meet the needs of residents ranging from developmentally disabled, mentally ill, juvenile offenders, adult offenders, aged and disabled veterans. [\$16.486 - \$17.835]

Upholsterer: These positions construct adaptive equipment, specialized clothing, draperies and other personal accessories per physical therapist and occupational therapist requests as well as the design and construction of window treatments. [\$11.894]

Utility Plant Operator: These positions operate, service, and maintain equipment in a sewage plant or a water pumping plant. [\$16.302]

Volunteer Coordinator: These positions oversee the development and coordination of volunteer-provided services and activities within institutions. [\$14.094]